

## **Procedures to follow when applying for a ZONE CHANGE**

A zone change may be applied for by:

1. Board of Aldermen
2. The Zoning Board of Appeals
3. An individual owning land affected by an amendment
4. Ten (10) registered voters in the City of Chicopee
5. The Planning Board
6. The Pioneer Valley Planning Commission (PVPC)

### ***THE FOLLOWING STEPS MUST BE FOLLOWED FOR AN APPLICATION FOR A ZONE CHANGE:***

1. Consult with the Department of Planning & Development.
2. Obtain two (2) copies of the petition for a change in zone from the Planning Department (attached).
3. Obtain two (2) Assessor's Map of the parcel in question from the Assessor's Office.
4. Draft the petition in duplicate and outline the property on the Assessor's Map in red (both copies) and present the petition to the Aldermanic Office. Submit two (2) copies of the Assessor's Map and both petitions along with a \$200.00 check (Planning Board filing fee) and one for \$200.00 (Board of Aldermen filing fee) payable to the City of Chicopee.

The petition for a change in zone will be given the First Reading by the Board of Aldermen and then submitted to the Planning Board within fourteen (14) days for the First Public Hearing.



# CITY OF CHICOPEE MASSACHUSETTS ZONE CHANGE APPLICATION

## TO THE BOARD OF ALDERMEN

The undersigned respectfully petition your honorable body for

A Zone Change from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ acres/square feet of

property located at \_\_\_\_\_

for the purpose of \_\_\_\_\_

Petitioner Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Petitioner Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Referred to the Planning Board & Zoning Committee \_\_\_\_\_

Date of Planning Board hearing \_\_\_\_\_

Planning Board Recommendation \_\_\_\_\_

**Majority of Planning Board**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_